

**Project Name: Emergency Operations Center Site Revisions - Parking Lot Project**

**Pre-Submittal Date: May 18, 2012**

**SBEDA Affirmative Procurement Initiative: 15% SBE Subcontracting Goal**

**I. SBE Subcontracting Program**

- **15%** must be subcontracted to certified SBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- ***SBE Prime participation does NOT count towards SBE Subcontracting goal***
- Respondents must demonstrate their intent to accomplish this requirement by submitting the appropriate documentation with their response
- Failure of a respondent to demonstrate their commitment to meet the subcontracting requirement will deem its response nonresponsive

**II. Eligibility Criteria**

- Eligibility Certification:
  - SBE
  - SBE and M/WBE (AABE/ABE/HABE/NABE/WBE)
  - Certified through the South Central Texas Regional Certification Agency (SCTRCA) to perform commercially-useful function
- Be considered small under SBA size standards for specific industry category of work being proposed
- Headquartered or demonstrate “significant business presence” (20% of total company employees) regularly based in the SAMSA (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson) for at least one year
- Submit **Subcontractor/Supplier Utilization Form** with response (failure to do so will deem bid non-responsive)
- SBEDA staff can assist with priority certification while solicitation is open
- For additional information, contact Ruben Flores at 210.207.3923 or [ruben.a.flores@sanantonio.gov](mailto:ruben.a.flores@sanantonio.gov) and/or Brenda Navarro at 210.207.5442 [brenda.navarro@sanantonio.gov](mailto:brenda.navarro@sanantonio.gov)

**III. Waivers & Exceptions**

- A full or partial waiver of a specified subcontracting goal may be requested, for good cause, by submitting the *Respondent Subcontracting Waiver Request* form with the solicitation response
  - Form is available at [www.sanantonio.gov/edd/SmallBusiness/](http://www.sanantonio.gov/edd/SmallBusiness/)
  - Waiver request must fully document subcontractor unavailability despite good faith efforts to comply with the goal
- Respondent may request, for good cause, an Exception to the application of the SBEDA Program by submitting the *Exception to SBEDA Program Requirements Request* form with the solicitation response
  - Form available at [www.sanantonio.gov/edd/SmallBusiness/](http://www.sanantonio.gov/edd/SmallBusiness/)
  - Exception request must fully document why:
    - ◆ Value of contract is below \$50,000;
    - ◆ No commercially-useful subcontracting opportunities exist; or
    - ◆ Type of contract is outside scope of the SBEDA Ordinance
- For Waivers or Exceptions, contact Aurora Perkins at 210.207.3996 or [aurora.perkins@sanantonio.gov](mailto:aurora.perkins@sanantonio.gov)

**IV. Central Vendor Registry (CVR)**

- All contractors/consultants wishing to do business with the City must first register in the CVR
- To begin the registration process, please go to <http://www.sanantonio.gov/purchasing/SAePS.aspx>
- For technical assistance please call (210) 207-0118